

## Midtown Academy Board Meeting

October 24, 2023

7:00 p.m.

Via teleconference

**Attendees:** Michael Booth, Monica LaVorgna, Tony Waddell, Kim Davis, Malika Al-Uqdah, Denia Payton, Whitney Birenbaum, Becky Eisen, Lorenzo Bryant

Called to order: 7:00 PM

Adjourned: 8:50 PM

**APPROVAL OF MINUTES, as circulated** – minutes approved

**PRINCIPAL'S REPORT** – Kim Davis

### Staffing

#### **New Staff Members**

<b>Start Date</b>	<b>Name</b>	<b>Position</b>	<b>Focus</b>
10/23/23	Rasheedah Shabazz	Small Group Tutor Part Time 8-12pm	K-3 ELA 7th grade Crew Support
10/23/23	John Benjamin	Small Group Tutor Full-time	K-3 ELA Mentoring Climate Support

#### **Vacancies**

<b>Date of Vacancy</b>	<b>Resigned Staff Member</b>	<b>Position</b>	<b>Response</b>	<b>Current Plan of Coverage</b>
9/2023	LeShae Harris	Para	Continue Candidate Search	Small Group Tutor Supporting
10/2023	Chloe Allison	Art	2 interviews conducted (1 applicant not eligible, 1	Janea Ford, current Midtown Temp is

			applicant declined offer. Accepted another school closer to her home) Continuing the search	the Long-Term Substitute for Art
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**Enrollment**

Currently Enrolled

181 students

**17** open seats

Grade	Currently Enrolled	Open Seats
K	19	3
1	20	2
2	15	7
<b>3</b>	<b>22</b>	<b>0</b>
4	20	2
5	21	1
<b>6</b>	<b>22</b>	<b>0</b>
<b>7</b>	<b>22</b>	<b>0</b>
8	20	2

**Staff Professional Development Schedule**

Month	Topic	Facilitator
September	Classroom Management Instructional Expectations Midtown SWOT	Davis Davis B.Eisen
October	Instructional Framework Evaluation Process Anti Bullying SLO Child Abuse Training Suicide Training	Davis Davis Cole Daly Crawford Crawford
November	SLO Check-In Data Analysis Classroom Management	Daly Teaching Teams Teaching Teams

December	Instructional Expectations	Teaching Teams
January	Math Instruction Data Analysis	Outside Contractor

**Data**

By June 2024, students in grades K-2 will increase ELA proficiency from 49% to 54% as measured by Amplify Mclass and classroom assessments

By June 2024, students in grades 3-8 will increase ELA proficiency from 44% to 49% as measured by state assessments and classroom assessments.

**Grades K-5th ELA Data**

<b>SY</b>	<b>Assessment</b>	<b>% Proficient</b>	<b>Goal</b>	<b>Strategies</b>
2022-2023	mClass/Dibels K-5	45%	?	Unknown
2023-2024	mClass/Dibels K-5	47%	52%	<ul style="list-style-type: none"> <li>• Small group instruction</li> <li>• Individualized instruction</li> <li>• Home connections</li> <li>• Targeted support with Enrichment in classes</li> <li>• Teacher PD</li> <li>• Literacy night</li> <li>• Review accommodations on IEP's</li> </ul>

**Grades 3rd - 8th ELA**

<b>SY</b>	<b>Assessment</b>	<b>% Proficient</b>	<b>Goal</b>	<b>Strategies</b>
2021-2022	MCAP (3-8)	50%	?	Unknown

2022-2023	MCAP (3-8)	44%	49%	<ul style="list-style-type: none"> <li>• Small group instruction</li> <li>• Individualized instruction</li> <li>• Home connections</li> <li>• Targeted support with Enrichment block in classes</li> <li>• Teacher PD</li> <li>• Literacy night</li> <li>• Check accommodations on IEP's</li> <li>• Peer to Peer Collaboration</li> <li>• Projects</li> </ul>

By June 2024, students in grades 3-8 will increase Math proficiency from 9% to 14% as measured by state assessments and classroom assessments.

**Grades 3-8 Math Data**

<b>SY</b>	<b>Assessment</b>	<b>% Proficient</b>	<b>Goal</b>	<b>Strategy</b>
2021-2022	MCAP (3-8)	11%	?	Unknown
2022 - 2023	MCAP (3-8)	9%	14%	<ul style="list-style-type: none"> <li>• Small group instruction</li> <li>• Support with Enrichment</li> <li>• Review materials</li> <li>• Intensive data analyses</li> <li>• Zearn - practice platform</li> <li>• Teacher PD</li> <li>• Math Night</li> <li>• Review IEP accommodations</li> </ul>
2023-2024	BOY iReady 3-8 Progress Monitoring	7.25	13%	

<https://drive.google.com/file/d/10hk0YWIM0oWLEqZNM2Zk2A40I5-o2Mfi/view?usp=sharing>

**Science Data**

By June 2024, students in grades 5 and 8 will increase Science proficiency from 20% proficiency to 25% proficiency as measured by MISA.

<b>SY</b>	<b>Assessment</b>	<b>% Proficient</b>	<b>Goal</b>	<b>Strategies</b>
2021-2022	MISA	32%	?	Unknown
2022-2023	MISA	20%	25%	<ul style="list-style-type: none"> <li>• Teacher professional development around management</li> <li>• Exposure to experiments</li> <li>• Projects</li> <li>• Peer to Peer Collaboration</li> <li>• Individualized instruction</li> <li>• Connect new teacher with long standing practicing Science instructor</li> </ul>

### **Climate Goals**

Ensure a safe and secure learning environment by maintaining office referrals at less than 50.

Ensure a safe and secure learning environment by decreasing school suspensions from 12 to 7.

### **Strategies**

- Support and monitor teacher interventions and responses as outlined in the Code of Conduct
- Communicate and implement administrative interventions and responses as outlined in the Code of Conduct
- Professional development targeting classroom management
- Wholeness and restorative practices shared during professional development
- Teacher to teacher modeling and support
- Build relationships with students and families

### **Facilities Updates**

<b>Date</b>	<b>Issue</b>	<b>Contractor</b>	<b>Status</b>
8/2023	Boys bathroom, office level, leaking sink	Mr. Kozzee	Resolved
8/2023	Custodial Concerns (Share Proposal for a new company)	City Wide	Remainin g Concerns

	<a href="https://drive.google.com/file/d/1_BdZjew6zAXJdyicsjN0VAGKUvIqpSWpR/view?usp=sharing">https://drive.google.com/file/d/1_BdZjew6zAXJdyicsjN0VAGKUvIqpSWpR/view?usp=sharing</a>  <a href="https://drive.google.com/file/d/1q9hKvhY7NRFFmA4KbWM5EMNZwsay6qlh/view?usp=sharing">https://drive.google.com/file/d/1q9hKvhY7NRFFmA4KbWM5EMNZwsay6qlh/view?usp=sharing</a>		
9/2023	ADT - Alarm not working	ADT	Resolved
9/2023	Cameras need to be reset	ADT	Resolved
9/2023	A/C unit in Conference Rm near Cafeteria leaking	Dynastics HVAC	Resolved Dynastics
9/2023	Move key access panel so it is accessible to disabled	ACS Security Systems	ADT rescheduled 10/27/2023
9/2023	Bathroom in basement - leak and ceiling fell in	Tito	Assessed 9/19 and will repair
9/2023	Loose Floor Tile in basement near bathroom	Tito	Assessed 9/19 and will repair

### Schoolwide Communication

Weekly Newsletter from Interim Principal via Class Tag

### Enrichment

**Robotics'** first session was held on Friday, **October 20** with **Coach Oliver**. Teams will meet each Friday 12:30 pm -2:00pm. Snacks will be provided. Snack donations are welcomed.

**Chess** begins the week of **November 6** with **Mr. Homesley** as our Chess Coach. Details to follow.

**TBD** Start date for **Midtown Melodies**

### Upcoming Events

<b>Date</b>	<b>Event</b>	<b>Audience</b>	<b>Location</b>
Nov 8 6:00 pm	Parent Group General Body Meeting Facilitator: Angela Harrell	Parents/Guardians/Other Stakeholders	In Person Art Room
Nov 9	Evening SLC's	Staff, students, families	In Person
Nov 10	Afternoon SLC's	Staff, students, families	In- Person
11/13- 11/17	American Education Week Daily Activities TBD	Everyone	In Person
11/16	Literacy Night 5:00 pm	Everyone	In Person

### **Celebrations**

<https://www.baltimorecityschools.org/midtown-academy-welcomes-international-teacher>

### **New Partners**

Beloved Community Services Corporation  
Providence Baptist Church  
Math Motivators

### **COMMITTEE REPORTS & UPDATES:**

A) Communications – Whitney

### **Two New Board Committees**

#### Communications Committee

- Lead: Whitney Birenbaum
- 7 members\* (4 staff, 4 parents, 2 board members)
- Monthly meetings
- Goal 1: Establish consistent, clear communications between Midtown's board and staff, families, and the larger community.

- Goal 2: Develop a communications plan to increase our marketing and recruitment efforts.

### Swing Space Committee

- Lead: Malukah al-Uqdah
- 13 members\* (3 staff, 10 parents, 5 board members)
- Goal: To determine the best swing space option for Midtown, and lead transition planning and communications for stakeholders
- First meeting before end of calendar year

\*Several committee members wear multiple “hats” as parents and board members, for example.

### Communications Committee Updates

- First meeting was in October; next meetings are scheduled for **Thu, 11/9** and **Weds, 12/6**
- Looked at two goals and reflected on **what is already in place** towards them, and **what doesn't exist/could be better**
- Actions before November meeting:
  - Prepare and send a **brief Communications survey to families** -- [Angela Harrell](#)
    - *What is most important to families: what do you want to know?*
    - *What do prospective families want to know?*
  - Begin **planning for social media refresh** (goals and types of content) -- [Angela Harrell](#)
  - Schedule **stakeholder meetings** -- [Whitney Birenbaum, Malukah al-Uqdah](#)
    - *Between Board + parents (Early November -- November 8 Parent Meeting?)*
    - *Between Board + teachers (October 6 and December 8)*

### Updates on Interim Principal Support

In the first quarter...

- Communication with staff and families
  - Board leadership met with full staff to discuss building updates and interim principal updates: shared our intention to gather feedback from them throughout the year
  - Principal Davis surveyed families to get their feedback on the start of the year and leadership transition
- Communication with Office of New Initiatives (ONI)



- Board leadership requested guidance and timeline requirements from Office of New Initiatives (ONI) for:
  - monitoring Interim Principal performance
  - gathering feedback from stakeholders
  - determining timeline for permanent principal selection
- ONI recommended early-career coaching for all new and interim principals
- Michael, Whitney, and Principal Davis met with two coaching companies to learn about their process and get quotes

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B) Executive Committee: Interim Principal Support – Whitney

- Begun communications with staff & parents and timeline for interim Principal to gather feedback thru surveys (beginning of year transition)
- Whitney has requested info from ONI for guidance on gathering feedback. Nothing yet from ONI so Whitney has been collecting data
- Getting quotes for resource coaching for Kim (\$8,600 for one vendor; \$6,500 for another). Possible 3<sup>rd</sup> option from Becky for consultant who was previous charter school principal
- Becky requests that we apply for grant that we could get reimbursement
- Whitney made motion for Board approval to proceed with not to exceed \$8,600 and will work with Becky on grants for reimbursement **APPROVED**

C) Finance Update – Mike

- See separate monthly report from Rob Noble
- Fundraising extremely important and we have \$20k individual foundation donation & \$30k for fundraising events

D) Giving Tuesday – Malikah

- When we did this year's ago we brought in \$5k in short amount of time
- Date: November 28<sup>th</sup> (but will go until Dec. 31<sup>st</sup>)
- Malikah planning to start early as MIDTOWN MOMENTUM and goal to raise \$10,000 with each Board member committing to raising \$1,000 each
- Please refer to Malikah's schedule under separate cover
- Question around a larger fundraising activity – Tony suggested we consider planning regardless of new school location to move toward a more sustainable structure which underlines Malikah's goals

E) Facilities / Site Committee

1. Existing Facility - Monica

- Approval to move forward with new janitorial vendor as CW Solutions horrible. The current vendor, City Wide Solutions, is currently under contract at \$80,166 annually. New vendor, JL Service Corp, proposal \$57,544 (Nov 1 – June 30, 2024) or \$71,930 annually **APPROVED to move forward with JL Service Corp**

- Ground floor bathroom closest to kitchen has pipe leak. Waiting on proposal from Tito Construction for repairs to pipe & ceiling tiles
- Ordered recycled rubber mulch from Home Depot for delivery for play area to re-cover some exposed concrete areas

**BOARD MOVED INTO CLOSED SESSION TO DISCUSS FUTURE BUILDING SITE OPTIONS**

**F) Strategic Resources: Reports on action plans and next steps – Becky**

- Reviewed 30.90.120 worksheet
- Showed new Grant Tracker that Becky set up
- Requested that Board spend \$\$ on hourly grant writer to help get some of these, asked for recommendations

**G) Nominating Committee – board recruitment – Whitney**

- Reaching out to Mike North to see if he still wants to remain on Board

**ELECTION OF TREASURER**

Motion to approve Denia Payton as Treasurer; **APPROVED!!!**

**NEW BUSINESS**

- A) New custodial contract **APPROVED TO CHANGE TO JL SERV CORP**

**FOLLOW UPS:**

Board Members: send Kim/Whitney picture and short, short bio so can be included in Friday Folders to school community

**NEXT MEETING: Tuesday, November 21<sup>st</sup>**